2002 Data Specifications for I&A Assistance Case Clients

Field	Data Type, Codes and Maximum Length	Description/Example
Client ID	text – 15 characters	Unique identification number assigned by agency. Nine digits maximum. No slashes or dashes.
SSN	text - 9 characters	55511333
Last Name	text - 20 characters	Smith
First Name	text - 15 characters	Jonathan
Middle Name	text - 15 characters	William
Street Address	text - 255 characters	511 15th Avenue S
City	text - 35 characters	Federal Way
Zip Code	text - 9 characters	981043232
Date of birth	Date	Example: 1/30/1928
Ethnicity	integer	Description:
	0	Unknown
	1	American Indian or Alaska Native
	2	Asian, Asian American
	3	Black, African, African-American
	4	Hawaiian Native or Pacific Islander
	5	Hispanic/Latino
	6	White
	7	Other
	8	Multi-Racial
Income	integer	Description:
	0	Unknown
	1	Very Low (< 30% Median)
	2	Low (< 50% Median)
	3	Moderate (< 80% Median)
	4	Above Moderate (> 80% Median)
Live Alone	Text	Description:
	U	Unknown
	Y	Yes
	N	No
Gender	text	Description:
	U	Unknown
	F	Female
	M	Male
	O	Other
Limited English	text	Description:
	U	Unknown
	Y	YES
	N	NO
Household with Children	text	Description:
	U	Unknown
	Y	YES
	N	NO
Single Parent	text	Description:
	U	Unknown
	Y	YES
	N	NO
Disability Status	Text	Description:
	U	Unknown
	Y	YES
	N	NO
Homeless	Text	Description:
	U	Unknown
	Y	YES
	N	NO
Unincorporated	Text	Does the client live in unincorporated King County (outside of any city limits)?
	U	Unknown
	Y	YES
	N	NO
Language	Text – 64 characters	Example: Russian
Refugee Status	text	Clients whose green card status is refugee or asylee; I-94 entry code
	U	Unknown
	Y	YES
	N	NO
Country of Origin	Text - 64 characters	Example: Somalia
Year of Arrival	Text – 4 characters	1998
Service Month	date	Example: 1/1/2002
Units Provided	integer	Number of open cases for the service month

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How has the content changed?

- **There are fewer ethnic/racial groups**. The new demographic standards are modeled after the Census allowing clients to select more than one category to identify themselves. Clients who select more than one category will be reported to ADS as multi-racial.
- **New questions regarding household composition** – households with children and single parents. These questions are the result of the demographic alignment process with King County, United Way, City of Seattle/Human Services Department and the City of Bellevue.
- **Disability Status** – most of you collect this and we used to ask it, but stopped. It's back on the list again as its part of the Core Demographics from the Outcome Alignment Group
- **Homeless** – a new one for most of you. Also a product of the demographic alignment process.
- **Unincorporated** – Does the client live in unincorporated King County? Many of you can probably default this to No if you serve only City residents.
- **Language**. In terms of services to refugees, language is proving to be as desirable as Country of Origin. Yes, it seems like we should be able to live with one or the other, but we've got a strong advocate lobbying for both. We have opted not to go with a look-up table, and we'll take it how it comes in as a text field. Our developer thinks this is crazy, but we'll see how it goes. I think we'll see what we get, and probably eventually shift to codes, but not this year at least.
- **Shift from number codes to letter codes**. Provider feedback indicated a preference for using Y for Yes, N for No, etc., instead of integers. Some of you are already reporting this way; this may be a change for others.

How has the format changed?

- Three lines of headers are gone (no provider name in the file) – the top line is for field names. Very important to use file names that make it clear what provider the data is from and for what time period.
- Both Excel and delimited files accepted (*.xls or *.txt).
- Text files can be delimited by comma, tab, or semi-colon.
- Field names must be at the top of each section and must exactly match those in the data specifications.
- Fields can be in any order – not required to use order in specs, with the exception of Client ID which should be the first column.
- All client demographics and service activity are in the same table – one row for each unit (most I&A providers already do this).

Reminders … or what hasn't changed?

- Please encrypt all files that contain confidential client information.
- Encrypted data files should be sent directly to AdsReports@ci.seattle.wa.us
- Data files with errors will be sent back for corrections
- Files are due by the 10th working day of the month.
- Please use a unique name for each file that clearly identifies both the provider and the service month. Agencies that prefer to keep each month as a separate worksheet in one workbook can continue to do so. Keep the same file name, but please clearly identify the worksheet using the service month.
- Please use 4 digit years
- The version of Excel that ADS uses is Excel 97.

Sample comma delimited file:

Client ID,SSN,Last Name,First Name,Middle Name,Street Address,City,Zip code,Date of Birth,Ethnicity,Income,Live Alone,Gender,Limited English ,Household with Children,Single parent,Disability Status,Homeless,Unincorporated,Language,Refugee Status,Country of Origin,Year of Arrival,Service Month,Units Provided
718,553441212,Lesser,George,The,1414 main st,Bellevue,98004,5/2/1907,4,2,y,m,n,n,n,n,n,n,,n,,,1/1/2001,1
817,,Domingo,Placido,,7 Highland Dr,Seattle,98102,6/3/1934,7,4,n,m,y,u,u,y,n,n,Spanish,y,Nicaragua,1999,1/1/2001,1
288,734219788,Pokemon,Pika,Chu,78 Marketing Ln,Auburn,98001,12/12/1912,8,0,u,o,y,y,y,y,n,n,pikachan,n,,,1/1/2001,1